Michigan Department of State Police

Emergency Management &
Homeland Security Division
Informational Letter

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| **Volume: 06-13** | **March 31, 2006** |

TO: State Agency Coordinators
SUBJECT: Program and Capability Review

The purpose of this informational letter is to provide guidance to state agencies/departments on completion of the modified 2006 local program and capability review. The Planning Team Program and Capability Review instrument and certification letter are attached.

The Planning Team Program and Capability Review Instrument was developed based on definitions and discussion questions identified in the State Homeland Security Program and Capability Review Guidebook Volume 1, developed by DHS as part of the FY 2006 Homeland Security Grant Program (HSGP) application process. By using the instrument, state agency/department planning teams will begin to assess program and capability strengths and weaknesses related to the national priorities, program management capabilities, and select target capabilities from the Target Capabilities List (TCL).

Working together, planning teams are asked to identify their agency/department strengths and weaknesses based on the definition provided and rate their current status on a series of discussion questions using a four-point rating scale:

- 0: No effort or system underway
- 1: Initial efforts and resources underway
- 2: Moderate progress towards accomplishing the output
- 3: Sustained efforts underway and output near to fulfillment

Upon completing the program and capability review, State Agency/Department Emergency Management Coordinators should forward the certification letter to Jen Marthia (marthiaj@michigan.gov) by May 3, 2006.

By completing this process, state agencies and departments will be better able to identify and prioritize homeland security needs from a program and capability standpoint, which will assist in allocating FY2006 HSGP funds after they are received this summer.

If you have specific questions about this document, please contact Jen Marthia at 517-336-3985 or by e-mail marthiaj@michigan.gov. Thank you in advance for your continued support of state emergency management and homeland security activities.

Sincerely,

KRISTE ETUE, CAPTAIN
Deputy State Director of Emergency Management
 and Homeland Security

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(069)

Attachments
- 2006 Planning Team Program and Capability Review Instrument
- State Agency/Department Planning Team Program and Capability Review Certification Form

State Agency/Department Planning Team
Program and Capability Review Certification

The Planning Team Program and Capability Review Instrument was developed by the Emergency Management and Homeland Security Division (EMHSD) based on definitions and discussion questions identified in the State Homeland Security Program and Capability Review Guidebook Volume 1, developed by the Department of Homeland Security. Upon completing the program and capability review, State Agency Emergency Managers should forward the certification letter to Jen Marthia (marthiaj@michigan.gov) by May 3, 2006.

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State Agency/Department Planning Team Program and Capability Review Certification

I certify that the _____ (state agency/department) Planning Team has successfully

completed the 2006 Planning Team Program and Capability Review on _____ (date).

_____
(Name and Title)

_____
(Date)

Planning Team	
Point of Contact	
E-Mail Address	
Participating Planning Team Members	

Planning Team Program and Capability Review Instrument

The Planning Team Program and Capability Review Instrument was developed by the Emergency Management and Homeland Security Division (EMHS) based on definitions and discussion questions identified in the State Homeland Security Program and Capability Review Guidebook Volume 1, developed by the Department of Homeland Security. The Guidebook is available at http://www.shsasresources.com.

By using the instrument, planning teams will begin to assess program and capability strengths and weaknesses related to the national priorities, program management capabilities, and select target capabilities from the Target Capabilities List (TCL). The instrument is divided into four sections:

- Overarching Priorities
- Program Management
- Priority-Specific Target Capabilities
- State-Identified Target Capabilities

Working together, planning teams are asked to identify strengths and weaknesses based on the definition provided and rate their current status on a series of discussion questions. In order to rate the current status, EMHS has developed a four-point rating scale:

- 0: No effort or system underway
- 1: Initial efforts and resources underway
- 2: Moderate progress towards accomplishing the output
- 3: Sustained efforts underway and output near to fulfillment

Upon completing the process, planning teams are requested to return the certification letter, provided in a separate document to Jen Marthia (marthiaj@michigan.gov).

Overarching Priorities

Implement the National Incident Management System (NIMS) & National Response Plan (NRP)

Homeland Security Presidential Directive-5 (HSPD-5), "*Management of Domestic Incidents*," mandated the creation of the NIMS and NRP. The NIMS provides a consistent framework for entities at all jurisdictional levels to work together to manage domestic incidents, regardless of cause, size, or complexity. To promote interoperability and compatibility among Federal, State, local, and Tribal capabilities, the NIMS includes a core set of guidelines, standards, and protocols for command and management, preparedness, resource management, communications and information management, supporting technologies, and management and maintenance of NIMS. The NRP, using the template established by the NIMS, is an all-discipline, all-hazards plan that provides the structure and mechanisms to coordinate operations for evolving or potential Incidents of National Significance. Incidents of National Significance are major events that "*require a coordinated and effective response by an appropriate combination of Federal, State, local, Tribal, private sector, and nongovernmental entities*."

Identify your strengths and weaknesses:

NIMS/NRP Strengths	
NIMS/NRP Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
Incorporation of the NIMS into emergency operations, plans, policies, procedures, incident and resource management, training, and exercises.				
The strategy for ensuring NIMS compliance by established deadlines (acknowledging that different Federal funding streams – i.e., DHS, HHS, etc. – have differing deadlines).				
Promotion of mutual aid agreements, including private sector and non-governmental organization agreements.				
Incorporate a thorough understanding of, and necessary linkages to functions and organizations of, the NRP into emergency plans, policies, procedures, incident and resource management, trainings, programs, and exercises.				
Integrated regional operational systems based on NIMS concepts and principles.				
Integrated regional operational systems based on NRP support.				
Overall Status				

0= No effort or system underway   2 = Moderate progress towards accomplishing the output
1= Initial efforts and resources underway   3 = Sustained efforts underway and output near to fulfillment

Expanded Regional Collaboration

Major events will invariably have cross-geographic consequences and impact. The expanded regional collaboration priority highlights the need for embracing partnership across multiple jurisdictions, regions, and States in building capabilities cooperatively. Successful regional collaboration allows for a multi-jurisdictional and multi-disciplinary approach to building capabilities for all four mission areas, spreading costs, and sharing risk across geographic areas. This approach increases opportunities to create efficiency and leverage capabilities across the country. Regional collaboration focuses on expanding mutual aid and assistance compacts among contiguous State, local, and Tribal entities, and their private and non-governmental partners, and extending the scope of those compacts to include pre-incident preparedness activities (i.e., planning, training, exercising). The intent is to locate capabilities strategically to maximize coverage of the U.S. population and the Nation's high priority critical infrastructure and key resources. The Goal does not mandate that State and local governments adopt a regional governmental structure, but it does require that all levels of government embrace a *regional approach to building capabilities.*

Identify your strengths and weaknesses:

Regionalization Strengths	
Regionalization Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
Satisfaction with existing statewide collaboration efforts.				
The State concept for regionalization and its methodology for addressing unique needs of tribes and major metropolitan areas.				
The criteria for determining needs.				
The extent to which contiguous State, local, and Tribal entities are working together to share funding for a specific purpose that affects all the entities.				
Overall Status				

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Implement the Interim National Infrastructure Protection Plan (NIPP)

The Interim NIPP outlines how DHS will exercise leadership and work with State, Tribal, and local governments, and the private sector to implement HSPD-7 *"Critical Infrastructure Identification, Prioritization, and Protection,"* to produce a risk management framework that fosters a more secure environment for our nation's citizens and infrastructure. With the inclusion of the Interim NIPP implementation as a National Priority, efforts to develop and implement a critical infrastructure protection program are a required component of both States and Urban Areas strategy updates and State Program and Capability Reviews. Thus, NIPP forms a key pillar of the overarching homeland security program.

Critical Infrastructure and Key Resource (CI/KR) sites are potential terrorist targets deemed most crucial in terms of national-level public health and safety, governance, economic and national security, and public confidence consequences. Protecting CI/KR sites is a shared responsibility requiring cooperation among all levels of government – Federal, State, local, and Tribal – and the involvement of the private sector. Effective security involves plans that define, identify, and set priorities for the most critical structures and assets that are potential targets for terrorist attacks.

Identify your strengths and weaknesses:

NIPP Strengths	
NIPP Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
Steps taken to build a statewide critical infrastructure protection program that implements the risk management framework outlined in the Interim NIPP: identifying critical assets; assessing risks; normalizing and prioritizing across infrastructure sectors; implementing protective programs; and measuring effectiveness of risk reduction measures.				
Efforts to engage all relevant coordination points to ensure a comprehensive approach to critical infrastructure protection across both public and private sectors.				
Steps that are being taken to identify, prioritize, and assess CI/KA.				
Efforts to incorporate cyber security protection efforts across all sectors of CI/KA.				
Overall Status				

0= No effort or system underway　　　　　　　2 = Moderate progress towards accomplishing the output
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Program Management

Program Management: Process, People, and Tools

In the context of effective program management, processes, people, and tools are defined below.

- Process – Activities and component steps that need to occur to achieve the mission.

- People – Organizational entities, staff, working groups, and committees that are accountable for and participate in carrying out processes.

- Tools – Resources other than people that are used in carrying out processes. Tools can be information technology, related components, and policies.

Identify your strengths and weaknesses:

Program Management Strengths	
Program Management Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The current process to evaluate program management activities.				
The way in which the planning team prioritizes funding for initiatives and the process to facilitate the disbursement of funds, once grants are awarded.				
Jurisdiction's/Department's efforts in identifying non-monetary resources and promising practices to support management activities.				
How legal and programmatic policies, requirements, standards, and regulations that impact program management are incorporated.				
Whether plans and/or work breakdown structures have been developed for program management, in terms of cost and schedules, and whether these plans have been communicated, implemented and/or managed.				
Existence of collaboration processes and how they are managed.				
Whether or not specific program managers have been assigned to manage initiatives within the homeland security program and other managers are aware of who is responsible for managing the initiatives.				
The role of the planning team with regard to planning, allocating, monitoring, and assessing the effectiveness of the homeland security program.				
The degree to which appropriate human resources are available to conduct preparedness activities.				
Types of training that homeland security staff have undergone to support the program initiatives.				
Whether or not lessons learned are documented and incorporated in management guides, policies, and procedures.				
Any oversight policies that have been established for the management of funding plans, expenditures, funding transfers, etc.				
Whether or not quality control plans have been established which include a system of policies, guidelines, and processes that ensure initiatives will meet all cost schedule, technical and usability requirements.				
The tools that are used and the way in which information sharing is promoted through integrated systems and how data quality is ensured.				
The level of satisfaction with information technology and the infrastructure resources to monitor, assess, and manage preparedness initiatives.				
Overall Status				

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Program Management: Planning

Planning is defined as analyzing program data, making decisions, and formulating plans for action in the future, aimed at achieving the program objective and the goal of State homeland security preparedness. Planning involves the process of anticipating future occurrences and problems, exploring their probable impact, and detailing policies, goals, objectives, strategies, and resources to solve the problems.

Identify your strengths and weaknesses:

Planning Strengths	
Planning Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The identified planning stakeholders.				
How the planning working group is assembled.				
The communication efforts between planning stakeholders.				
How often an assessment is conducted to develop planning priorities.				
When a planning approach for new initiatives is developed.				
The effectiveness of the planning budget and how it affects overall program management.				
Overall Status				

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Priority-Specific Target Capabilities

Intelligence / Information Sharing and Dissemination

Intelligence / Information Sharing and Dissemination capabilities are necessary tools to enable efficient prevention, protection, response, and recovery activities. Intelligence /Information Sharing and Dissemination is the multi-jurisdictional, multidisciplinary exchange and dissemination of information and intelligence among the Federal, State, local and Tribal layers of government, the private sector, and citizens. The goals of sharing and dissemination are to facilitate the distribution of relevant, actionable, timely, and preferably declassified or unclassified information and/or intelligence that is updated frequently to the consumers that need it. More simply, the goal is to get the right information, to the right people, at the right time. An effective intelligence / information sharing and dissemination system will provide durable, reliable and effective information exchanges (both horizontally and vertically) between those responsible for gathering information, analysts, and consumers of the threat-related information. It will also allow for feedback and other necessary communications in addition to the regular flow of information and intelligence.

Identify your strengths and weaknesses:

Intel/Info Sharing Strengths	
Intel/Info Sharing Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The way in which the current technical infrastructure supports the receipt and dissemination of relevant homeland security information (and classified information if necessary)				
The training and skills of personnel that support Intelligence / Information Sharing and Dissemination including whether or not they maintain the appropriate clearance to handle classified information if necessary. Federal, State, local, tribal, regional, and private sector efforts to help establish or adopt national, standardized plans, protocols, and procedures for Intelligence / Information Sharing and Dissemination.				
The systems and information that are provided for your agencies that gather data on potential or current terrorist activities and all-hazards incidents.				
The way in which training and exercises have been developed and executed for meeting the standards, protocols, and procedures, of the Intelligence / Information Sharing and Dissemination priority.				
Overall Status				

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Law Enforcement Investigation and Operations

The broad range of activities undertaken by law enforcement and related entities to detect, examine, probe, investigate and conduct operations related to potential terrorist activities. Current and emerging investigative techniques are used, with emphasis on training, legal frameworks, recognition of indications and warning, source development, interdiction, and related issues special to antiterrorism activities.

Identify your strengths and weaknesses:

LE Invest Strengths	
LE Invest Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The current structure to conduct investigations related to potential terrorist activities and how this structure is coordinated across the State and local jurisdictions.				
processes and procedures for identifying and reporting suspicious activities and persons – related to suspected terrorist activity – to appropriate authorities using appropriate channels.				
The information sharing channels established with key federal, State, and local entities for investigative efforts.				
Plans and procedures in place for securing and preserving an incident scene (i.e., consider the processes in place for gathering, cataloging, and preserving evidence, including laboratory analysis).				
The ways in which law enforcement investigation and operations processes and procedures are exercised.				
Process for obtaining security clearances and if a lack of security clearances adversely affects the ability to investigate and intervene in potential terrorist activity.				
Overall Status				

0= No effort or system underway
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Interoperable Communications

Communications interoperability is the ability of public safety and service agencies to talk within and across entities and jurisdictions via radio and associated communications systems, exchanging voice, data and/or video with one another on demand, in real time, when needed, when authorized.

Identify your strengths and weaknesses:

InterOp Comm Strengths	
InterOp Comm Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The emergency response communication plans that are in place which incorporate management structures following NIMS and NRP guidance (i.e., discuss how these plans ensure uninterrupted flow of critical communication).				
Communications systems that exist and how they operate reliably throughout the jurisdiction's response area (for example, how communications identify "dead spots" and how alternate strategies are in place to maintain effective communications in "dead spot" areas)				
Efforts to train personnel to use communications systems and equipment				
Communications systems in terms of a) Interoperability across jurisdictions b) Security c) Redundancy d) Fault tolerance				
The ways in which existing plans and systems developed are being tested in exercises				
Overall Status				

0= No effort or system underway
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CBRNE Detection

The capability to protect against weapons of mass destruction (WMD) through deployment of systems that ensure early detection of the import, transport, manufacture or release of chemical, biological, radiological, nuclear and explosive materials. The CBRNE Detection target capability is not just about technology, but rather the ability to recognize and resolve potential CBRNE threats through equipment, education, and effective protocols. The importance of training, communication, and close coordination with the intelligence community (with special attention to fusion centers and processes) was recognized as critical enabling elements of the two performance objectives. However, only the CBRNE detection specific tasks to these crosscutting elements have been identified in this capability. The CBRNE Detection target capability does not include actions taken to mitigate the consequences of a CBR (Chemical, Biological, Radiological) release or activities to render any CBRNE device safe. The needs of these important functions are identified in other target capabilities.

Identify your strengths and weaknesses:

CBRNE Strengths	
CBRNE Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The adequacy of plans, policies, and procedures for CBRNE detection, response, and decontamination capabilities.				
Mutual aid agreements for CBRNE detection, response, and decontamination capabilities.				
Procurement plans in place that ensure response communities are properly equipped with detection, response, and decontamination equipment.				
Whether or not appropriate disciplines are being trained at suitable levels in a regional approach across disciplines and jurisdictions.				
The ways in which training plans are improving CBRNE detection, response, and decontamination capabilities within the State. How the CBRNE plans, policies, and procedures address potential public disorder, isolated/widespread violence, and other security issues.				
How the plans, policies, and procedures address the integration of public health surveillance activities with/for CBRNE detection and response.				
Overall Status				

0= No effort or system underway
1= Initial efforts and resources underway
2 = Moderate progress towards accomplishing the output
3 = Sustained efforts underway and output near to fulfillment

Explosive Device Response

The capability to coordinate, direct, and conduct IED (Improvised Explosive Device) and/or explosive device response operations after initial alert and notification. Coordinate intelligence fusion and analysis, information collection, and threat recognition, assess the situation and conduct appropriate Render Safe Procedures (RSP). Conduct searches for additional devices and coordinate overall efforts to mitigate CBRNE threat to the incident site.

Identify your strengths and weaknesses:

Explosive Strengths	
Explosive Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The adequacy of plans, policies, and procedures for explosives detection and response as well as the ability to render safe and disposal (for example, capable of addressing simultaneous incidents?).				
The number of personnel trained and equipped for explosive detection and response adequate for the jurisdiction (i.e., if personnel are not trained and equipped, what are plans to address this deficiency?).				
The number of personnel trained and equipped for trauma management, specifically as related to explosions and mass casualties (for example: personnel are not trained and equipped, what are plans to address this deficiency?).				
Regional collaboration or mutual aid assets that could assist in explosive device response operations.				
Overall Status				

0= No effort or system underway   2 = Moderate progress towards accomplishing the output
1= Initial efforts and resources underway   3 = Sustained efforts underway and output near to fulfillment

WMD/Hazardous Materials Response & Decontamination

The capability to assess the incident, including: test and identify all likely hazardous substances on-site; provide protective clothing and equipment to responders; conduct rescue operations to remove affected victims from the hazardous environment; conduct geographical survey searches of suspected sources or contamination spreads and establish isolation perimeters; contain and fully decontaminate the incident site, victims, responders and equipment; manage site restoration operations, including collection of all hazardous substances; and implement standard evidence collection procedures.

Identify your strengths and weaknesses:

WMD/HazMat Strengths	
WMD/HazMat Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The status of HazMat plans and procedures in your State.				
Response times for: dispatch to first HazMat capable unit's arrival on scene; dispatch to full initial alarm assignment of HazMat capable teams; and, time to detect HazMat type and source.				
The ways in which time in containing and controlling solids, liquids, vapors, and gases has been reduced. If times have not been decreased, consider why and what future plans are in place to address, maintain, and/or improve HazMat response times.				
The status of the purchase and/or distribution of protective clothing and equipment. The determination of which first responders should receive WMD/ HazMat equipment and training.				
The status of training and exercising WMD/ HazMat response personnel.				
Plans in place to communicate information and conditions to appropriate authorities – including hospitals and other medical care facilities.				
The response plan/mutual aid agreements that have been established. If none have been established, explore plans to enter into these agreements.				
Overall Status				

0= No effort or system underway
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Medical Surge

The capability to provide triage and then to provide medical care. This includes providing definitive care to individuals at the appropriate clinical level of care, within sufficient time to achieve recovery and minimize medical complications. The capability applies to an event resulting in a number or type of patients that overwhelm the day-today acute-care medical capacity. Medical Surge is defined as the increased need of personnel (clinical and non-clinical), support functions (laboratories and radiological), physical space (beds, alternate care facilities) and logistical support (clinical and non-clinical supplies) in a coordinated fashion.

Identify your strengths and weaknesses:

Med Surge Strengths	
Med Surge Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The adequacy of current medical surge plans.				
Whether adequate personnel and resources are in place to include triage, treatment, transportation, communications, and security.				
Medical surge plans which include patient tracking from event site, through treatment and post treatment.				
The ways in which medical surge plans identify current and future State resource requirements appropriately.				
The organizational structure and personnel roles and responsibilities to ensure adequate Medical Surge capability.				
The types and frequencies of exercises used to gauge and improve Medical Surge capability.				
The way in which the adequate amount of Personal Protective Equipment (PPE) to protect current and additional healthcare workers is identified.				
The broader issue of responder safety and health of family members with respect to PPE, prophylaxis for caregivers and family members, decontamination of victims before they enter the facility, and security surrounding the treatment facility.				
The way in which medical surge plans address the interface between hospitals, Emergency Medical Service, public health, and private physicians.				
The legal and credentialing issues surrounding the use of out-of-state medical and allied health personnel.				
Overall Status				

0= No effort or system underway
1= Initial efforts and resources underway

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Mass Prophylaxis

The capability to protect the health of the population through administration of critical interventions in response to a public health emergency to prevent the development of disease among those who are exposed or are potentially exposed to public health threats. This capability includes the provision of appropriate follow-up and monitoring of adverse events medical care, as well as risk communication messages to address the concerns of the public.

Identify your strengths and weaknesses:

Mass Prophylaxis Strengths	
Mass Prophylaxis Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The adequacy of mass prophylaxis and vaccination plans, with consideration to rate of set up and throughput.				
Whether or not these plans identify current and future resource requirements appropriately – such as the number, skill level, and availability of medical personnel, the impact of a nearby, secondary CBRNE/natural disaster, and the expiration of prophylactic supplies.				
The way in which public information messages are prepared and disseminated, how they provide information regarding how to protect oneself and how they should receive prophylaxis or vaccination (discuss how special emphasis is placed on reaching disenfranchised populations).				
Plans to enlist supplemental providers and volunteers. If no plans exist, consider how you will enlist supplemental providers, security, and volunteers.				
Any legal issues that may arise with regard to standards of care in a mass prophylaxis campaign versus standards of care in a "normal" environment – i.e., immediate (licensing and credentialing), long-term (patients/public rights to recourse to adverse medical outcome), and occupational (needle stick injury to provider) legal issues should be addressed.				
The means/timing/technological requirements/technological barriers related to the delivery of public information messages.				
Overall Status				

0= No effort or system underway   2 = Moderate progress towards accomplishing the output
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State Identified Target Capabilities

Citizen Preparedness and Participation

The American public has the capability (i.e., the necessary information, knowledge, skills, and abilities) to prevent, protect against, respond to, and recover from all threats and hazards. Requirements to achieve this capability include collaboration among all levels of government, emergency responders, the private sector, civic organizations, faith-based groups, schools, and the public; public education in preparedness, prevention, and mitigation; training for citizens in life saving first aid, Cardiopulmonary Resuscitation (CPR), response skills, and surge capacity roles; and citizen participation in exercises, volunteer programs, and surge capacity support. Citizen preparedness and participation is segmented into appropriate levels of engagement, but all employ some degree of planning, organizations, equipment, training, and exercises. There are "Universal (U)" capabilities that everyone in America should have for the four mission areas of all-hazards preparedness: prevent, protect, respond, and recover. There are also "Specialized (Sp)," or advanced skills, knowledge, and abilities needed for those that live in high-threat areas (the terrorism threat in urban areas, natural hazard areas); for those whose personal circumstances require additional preparedness requirements (those with disabilities, those with language barriers, those with low income); and for those who volunteer year round to support local emergency responders and community safety efforts. Finally there are citizens who have a response or "Surge (Su)" capacity role, who will have the highest level of training and equipment.

Identify your strengths and weaknesses:

Citizen Prep Strengths	
Citizen Prep Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The plans and support structure in place to ensure citizen preparedness and participation and the inclusion of any established programs such as Citizen Corps.				
The roles that have been recognized for citizens in exercises, volunteer programs and surge capacity response.				
The types of training programs developed to educate the public about threats, preparedness, prevention, first aid, and emergency response and how this training is communicated to solicit involvement.				
The types of communication vehicles that are being utilized to raise public awareness for citizens regarding preparedness and response measures.				
The ways in which standards and measures are being developed to ensure appropriate education - related to preparedness and response - has occurred for citizens.				
Overall Status				

0= No effort or system underway
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Information Gathering and Recognition of Indicators and Warnings

Information Gathering entails the gathering, consolidation, and retention of raw data from sources including human-source, observation, and open-source. Unlike intelligence collection, Information Gathering is the continual gathering of only pure, unexamined data, not the targeted collection traditionally conducted by the intelligence community or targeted investigations. Recognition of Indicators and Warnings is the ability to see in this gathered data the potential indications and/or warnings of terrorist activities or planning against U.S. citizens, land, infrastructure, and/or allies.

Identify your strengths and weaknesses:

Info Gathering Strengths	
Info Gathering Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The types of personnel positions and organizations utilized to perform Information Gathering and Recognition of Indicators and Warnings and their roles and responsibilities.				
The types and levels of training offered and training requirements to ensure personnel are following procedures.				
The ways information collection and dissemination procedures are evaluated and validated for accuracy, efficiency, and appropriate distribution.				
The utilization of information systems to collect and store information securely.				
The updating of information regarding threats to ensure timely data.				
The integration of various disciplines (including local law enforcement), agencies, and organizations into the Information Gathering and Recognition of Indicators and Warnings process.				
Overall Status				

0= No effort or system underway
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Responder Safety and Health

Responder safety and health is a critical component of overall emergency management. The response to the scenarios provides a multitude of highly technical hazards. The definition of "First Responder" includes police, fire, emergency personnel, as well as emergency management, public health, clinical care, public works and other skilled support personnel (such as equipment operators). This extended definition includes a very broad set of workers and a wide range of likely response activities that may be performed by "first responders," resulting in an increased number of potential hazards and exposures. The ability to protect all of the responders from all of the hazards is a substantial undertaking involving prevention, preparedness, response, and recovery. This capability supports both the Safety Officer position identified in the National Incident Management System (NIMS)/Incident Command System (ICS) and the Worker Safety and Health Support Annex to the National Response Plan (NRP).The Type 1 Safety Officer described in this capability has yet to be fully defined (to include managing all of the hazards likely to be faced by all first responders); rather the concept used is the same as the "Disaster Safety Manager" described in Protecting Emergency Responders: Safety Management in Disaster and Terrorism Response (NIOSH, 2004). In addition, the list of services critical for this capability is consistent with the actions specified under the Worker Safety and Health Support Annex and in the Federal Emergency Management Agency (FEMA) Guidelines for HazMat/WMD Response, Planning and Prevention Training (FEMA, 2003).

Identify your strengths and weaknesses:

Responder Safety Strengths	
Responder Safety Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The incident management procedures that are planned that coordinate among disciplines to protect any first responder, first receiver, hospital staff member, etc. from exposure to secondary trauma, chemical release, infectious disease, or stress after the initial event and respond to any experienced physical and emotional stress.				
The types of equipment that are planned for use to ensure the safety of first responders from secondary trauma, chemical release, and infectious disease after the initial event. Consider how this capacity is planned to ensure adequate supply and timely availability.				
The ways in which exercises are used to gauge the effectiveness of planned protocols and equipment to protect first responders after the initial event.				
The types of training opportunities and requirements that exist to promote health and safety planning for first responders. Consider the personnel positions, disciplines that provide and receive training.				
The follow-up process in place to review events with exposed first responders to a) ensure their continued recovery and b) make improvements to protective processes.				
Overall Status				

0= No effort or system underway
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3 = Sustained efforts underway and output near to fulfillment

Public Safety and Security Response

The capability to reduce the impact and consequences of an incident or major event by securing the affected area (in coordination among law enforcement, fire, and emergency medical services [EMS]), safely diverting the public from hazards, providing security support to other response operation, and sustaining operations from response through recovery.

Identify your strengths and weaknesses:

Public Safety Strengths	
Public Safety Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The policies, plans, or procedures in place to manage public safety incident response.				
The ways in which HazMat, fire/rescue, and law enforcement personnel have been included in the development of the public safety response plan.				
The way these policies, plans, and procedures have been exercised.				
The number of sites you are prepared to secure at any given time based upon trained personnel and equipment.				
On-scene management and personnel accountability system.				
The response plan's consistency with NIMS.				
ICS implementation at the scene.				
Cross discipline communications and consider any weaknesses.				
The way an incident perimeter and security zone would be identified and secured.				
The way force protection would be accomplished.				
Contingency plans for a situation where all existing resources are maximized.				
Overall Status				

0= No effort or system underway   2 = Moderate progress towards accomplishing the output
1= Initial efforts and resources underway   3 = Sustained efforts underway and output near to fulfillment

Citizen Protection: Evacuation and/or In-Place Protection

The capability to plan for and immediately execute the safe and effective sheltering-in-place of an at-risk population; or an organized and managed evacuation of the at-risk population to areas of safe refuge in response to a potential or actual dangerous environment, and the safe and organized re-entry of the population.

Identify your strengths and weaknesses:

Citizen Protect Strengths	
Citizen Protect Weaknesses	

Please rate your current status in the following areas:

Question	0	1	2	3
The plans in place for citizen relocation, the criteria and other processes utilized for the development of the plan.				
The types of training and exercises developed to support planning protocols for successful relocation.				
The assignment and acceptance of roles and responsibilities of transportation and other related industry members and disciplines involved to ensure successful coordination for citizen evacuation and relocation processes.				
The organizational structure in place to support citizen relocation.				
The ways in which developed plans will ensure citizen awareness and coordination during evacuation and relocation procedures.				
Overall Status				

0= No effort or system underway
1= Initial efforts and resources underway

2 = Moderate progress towards accomplishing the output
3 = Sustained efforts underway and output near to fulfillment